

## 4-H Volunteer Leaders' Series

# Installation Ceremony – Officers

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This installation ceremony is planned so that retiring officers will describe their responsibilities to new officers. These are only suggested presentations for each of the retiring officers. This program can be changed by the club members to fit their particular situation. Some groups might like to include other officers.

### Setting

Have retiring officers located in one area, new officers in another and club leadership team members visible to both the audience and officers. Each retiring officer in turn crosses to his/her counterpart, addresses the new officer and presents the appropriate records. Whatever the form, this ceremony needs to convey the responsibility involved. A table with candles and flowers indicates that this is a significant occasion. Invite all parents to the installation ceremony. Their interest and presence add to the significance of the occasion.

The new officers of a club should be installed by the organizational leader of the club. For this ceremony, you will need eight candles about six inches in length and a 4-H club and U.S. flag.

Those participating will be the organizational leader, the retiring officers and the new officers. Each retiring officer and the organizational leader should receive a candle. The retiring officer will stand to the right of the leader while the new officer will be to the left. The organizational

leader lights the candles of the retiring officers. The leader returns to his/her place between the two groups of officers.

### Ceremony

**Organizational Leader:** "This flame of leadership is burning brightly. We have reached a point in our club program for others to assume the duties of the various 4-H club offices. To a great degree the success of our club during the coming year lies in your hands. If you will learn and carry out your duties as an officer, our club can reach a high standard of success. If you sincerely try to live up to the 4-H club motto 'To Make the Best Better,' you will likely be a successful officer. Will the president-elect step forward to receive his (her) candle." (The retiring and new president walk to the center in front of the leader where the retiring president hands his lighted candle to the new president.)

**Retiring President:** "I present you with this candle as a symbol of your office, hoping that it will give you light as you go about your duties of leading this club. Will you as president attend and preside at the club meetings regularly, appoint committees and attend county council meetings? Will you work under the direction of our organizational leader in planning and carrying out a worthwhile club program?"

**New President:** "I will to the best of my ability." (The new president will return to his original position, and the



\*18 U.S.C. 707

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retiring president walks to a seat in the audience. All other officers will follow the same procedure.)

**Organizational Leader:** “Will the vice presidents step forward.”

**Retiring Vice President:** “As vice president of this club, you will be expected to serve as program chairman during the coming year. You will preside at meetings when the president is absent and otherwise assist the president in any way possible. I present to you now a candle as a symbol to light your way as vice president of our club. Will you accept these responsibilities?”

**Vice President Elect:** “I will.”

**Organizational Leader:** “Will the secretaries step forward.”

**Retiring Secretary:** “As secretary of the club you will be expected to attend the club meetings and to keep the membership roll and accurate minutes of each club meeting. You will be expected to fulfill all duties for the secretary as outlined in the Officers’ Manual and the Secretary’s Book. Will you accept this candle as a symbol of your responsibilities as secretary?”

**New Secretary:** “I will.”

**Organizational Leader:** “Will the reporters come forward.”

**Retiring Reporter:** “Keeping the public informed is important to the life of our club. It is the window through which they will see what 4-H’ers do. Will you make a report of each meeting for the newspaper promptly, being sure all names are spelled correctly and that due credit is given to all persons taking part on the program? Will you accept this candle as a symbol of your duties as club reporter and carry them out to the best of your ability?”

**Reporter Elect:** “I will.”

**Organizational Leader:** “Will the club photographers come forward.”

**Retiring Photographer:** “As our club photographer you will be expected to attend meetings and activities of the club regularly. At each meeting and club activity, you will be expected to bring your camera and take special pictures of the club and its activities. How many honors and awards our club receives will depend in part on you. At this time will you accept this candle and along with it your responsibilities as our club photographer?”

**Photographer Elect:** “I will.”

**Organizational Leader:** “The song leaders will come forward, please.”

**Retiring Song Leader:** “The song leader has a very important role in our club meetings. As song leader, you will be expected to lead and teach new songs to the club. Will you accept the responsibilities as outlined in the Officers’ Manual? If so, then you will now accept this candle.”

**New Song Leader:** “I will do my best.”

**Organizational Leader:** “Will the recreation leaders come forward, please.”

**Retiring Recreation Leader:** “Will you accept the responsibilities of providing worthwhile and wholesome recreation for our club in the form of games and other activities? If so, take this candle which will give you the light and guidance in planning and carrying out your phase of our club program.”

**New Recreation Leader:** “I’ll do my very best.”

(All new officers now will line up in front of the club.)

**Organizational Leader:** “As club officers, you have been chosen to guide and direct the \_\_\_\_\_ 4-H Club. I know that you will live up to the trust that has been placed in you. You will be largely responsible for the club spirit of your organization, for its progress and faithfulness to the principles of 4-H club work. I congratulate the club on its choices and remind you that it is your duty to support and encourage them, to work with them at all times for the good of the club. They cannot carry out their duties as officers unless they have our cooperation. Will the president now lead us in the Pledge of Allegiance and the vice president will follow with the 4-H Pledge.”

## 4-H Installation Ceremony with Focus on Character

**Organizational Leader:** A person of character is a good person, someone to look up to and admire; someone who knows the difference between right and wrong and always tries to do what is right; sets a good example; makes the world a better place; and lives according to the Six Pillars of Character™. As club officers these pillars of character will help guide you as you assume the duties of the various 4-H club offices.

**Retiring President:** \_\_\_\_\_ (Name) \_\_\_\_\_, as **president** of the \_\_\_\_\_ 4-H Club, you represent the pillar of TRUSTWORTHINESS. As president, you have

accepted a leadership duty within your 4-H club program. The members and leaders have placed trust in you to guide and direct them throughout the program year. They trust that you will do the right thing for the total club membership, not just for you personally. You are also a representative of the youth and leaders in \_\_\_\_\_ Club, \_\_\_\_\_ County, the State of Arkansas and the nation.

**Retiring Vice President:** \_\_\_\_\_ (Name) \_\_\_\_\_, as **vice president** of the \_\_\_\_\_ 4-H Club, you represent the pillar of CITIZENSHIP. As vice president, you have already accepted a great citizenship opportunity. It is important that the club by-laws and constitution be followed by the \_\_\_\_\_ 4-H Club membership. The club's leaders and members are looking to you to help lead the club in citizenship by assuring that the club and county rules and regulations for awards, deadlines, trips and the many other areas are followed.

**Retiring Secretary:** \_\_\_\_\_ (Name) \_\_\_\_\_, as **secretary** of the \_\_\_\_\_ 4-H Club, you represent the pillar of CARING. As secretary, you should make sure the \_\_\_\_\_ 4-H Club exercises the Golden Rule: "Do unto others as you would have others do unto you." The club should at all times show caring for members, parents, leaders, as well as their families. You may be called on to share this caring through correspondence and keeping accurate minutes.

**Retiring Reporter:** \_\_\_\_\_ (Name) \_\_\_\_\_, as **reporter**, you work with the media and the public. The pillar you share with the \_\_\_\_\_ 4-H Club is RESPONSIBILITY. You need to accurately and enthusiastically report the activities of the club. You must protect the club's good name, strive always to further its ideals and purposes and see that the

people of the community are aware of the work being done and the services provided. You will be largely responsible for the spirit of the organization, for its progress and faithfulness to the principles and ideals of the 4-H club work.

**Retiring Photographer:** \_\_\_\_\_ (Name) \_\_\_\_\_, as **photographer** of the \_\_\_\_\_ 4-H Club, you represent the pillar of FAIRNESS. As photographer, you will be expected to attend meetings and activities of the club regularly. At each meeting and club activity, you will be expected to bring your camera and take special pictures of the club and its activities, being sure not to exclude members and to represent members at their very best.

**Retiring Song Leader:** \_\_\_\_\_ (Name) \_\_\_\_\_, as **song leader** of the \_\_\_\_\_ 4-H Club, you represent the pillar of RESPECT. As song leader, you are to lead and teach new songs to the club members. You are responsible for planning songs and activities that show respect for all members. You should be respectful to all members and teach them to be respectful to each member, parent and leader in the club, community and beyond.

**Organizational Leader:** As club officers, you have been chosen to guide and direct the \_\_\_\_\_ 4-H Club. I know that you will strive to live according to the Six Pillars of Character™ and model these traits for your fellow club members as well as encourage them to live by these principles. Through your attitude and actions, you will largely be responsible for the club spirit of your organization, for its progress and faithfulness to the principles of 4-H club work. I congratulate the club on its choices and remind the club members that it is your duty to support and encourage them, to work with them at all times for the good of the club.

The 4-H Focus on Character Installation Ceremony was adapted from the Missouri 4-H Youth Development *Show-Me Character Idea Book*, Outreach and Extension, University of Missouri, Columbia, "Officer Installation" by Patty Fisher, Pike County, Missouri. Revised by Beverly Hines, former 4-H specialist, Cooperative Extension Service, University of Arkansas.

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